

OVERVIEW OF BUDGET

DEPARTMENT: PURCHASING
DIRECTOR: AURELIO W. DE LA TORRE

	2003-04				
	Operating Exp/ <u>Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	Revenue Over/ <u>(Under) Exp</u>	<u>Staffing</u>
Purchasing	1,112,209	10,000	1,102,209		18.0
Central Stores	8,274,549	8,478,314		203,765	14.0
Mail/Courier Services	7,838,417	8,067,704		229,287	34.0
Printing Services	2,603,355	2,766,547		163,192	17.0
TOTAL	19,828,530	19,322,565	1,102,209	596,244	83.0

BUDGET UNIT: PURCHASING (AAA PUR)

I. GENERAL PROGRAM STATEMENT

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Central Stores, Mail/Courier Services and Printing Services,) through its ISF Divisions. It also manages and arranges for the sale of county surplus property.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	1,139,471	1,140,594	1,087,823	1,112,209
Total Revenue	36,225	5,000	5,067	10,000
Local Cost	1,103,246	1,135,594	1,082,756	1,102,209
Budgeted Staffing		19.1		18.0
<u>Workload Indicators</u>				
Purchase Orders	1,852	2,300	1,766	1,725
Request For Payments	62,797	62,000	67,851	68,000
Requisitions	3,772	4,700	2,584	2,450
Blanket Purchase Orders	1,714	2,000	1,901	2,050
Request For Proposals	120	200	257	275

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Staffing changes reflect the reduction of 0.8 Clerk III in the contracts unit as part of the 30% Cost Reduction Plan implemented and net reduction changes of 0.3 due to the conversion of 2.3 Buyer I's to 2.0 Buyer II's in the Purchasing Section.

PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Purchasing			ACTIVITY: Finance		
FUND: General AAA PUR					
	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	1,067,803	1,099,154	1,192,033	(4,401)	1,187,632
Services and Supplies	197,926	175,124	105,783	(13,258)	92,525
Central Computer	14,926	14,926	13,420	-	13,420
Other Charges	1,952	3,835	3,835	(2,838)	997
Equipment	28,366	57,765	2,165	3,618	5,783
Transfers	-	-	183	3,129	3,312
Total Exp Authority	1,310,973	1,350,804	1,317,419	(13,750)	1,303,669
Reimbursements	(223,150)	(210,210)	(210,210)	18,750	(191,460)
Total Appropriation	1,087,823	1,140,594	1,107,209	5,000	1,112,209
<u>Revenue</u>					
State Aid	195	-	-	-	-
Current Services	788	-	-	-	-
Other Revenue	4,084	5,000	5,000	5,000	10,000
Total Revenue	5,067	5,000	5,000	5,000	10,000
Local Cost	1,082,756	1,135,594	1,102,209	-	1,102,209
Budgeted Staffing		19.1	19.1	(1.1)	18.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	31,718	MOU.
	59,747	Retirement.
	1,414	Risk Management Workers' Comp.
	<u>92,879</u>	
Services and Supplies	(20,424)	4% Spend Down Plan.
	(50,000)	30% Cost Reduction Plan.
	1,083	Risk Management Liabilities.
	<u>(69,341)</u>	
Central Computer	<u>(1,506)</u>	
Equipment	(25,000)	4% Spend Down Plan.
	(30,600)	30% Cost Reduction Plan.
	<u>(55,600)</u>	
Transfers	<u>183</u>	Incremental Change in EHAP.
Total Appropriation Change	(33,385)	
Total Revenue Change	-	
Total Local Cost Change	(33,385)	
Total 2002-03 Appropriation	1,140,594	
Total 2002-03 Revenue	5,000	
Total 2002-03 Local Cost	1,135,594	
Total Base Budget Appropriation	1,107,209	
Total Base Budget Revenue	5,000	
Total Base Budget Local Cost	1,102,209	

Board Approved Changes to Base Budget

Salaries and Benefits	(4,401)	Based on net reduction of 1.1 staffing involving deletion of 0.8 Clerk III, deletion of 2.3 Buyer I's and addition of 2.0 Buyer II's. This reduction is offset slightly by step increases.
Services and Supplies	(10,129)	Reduction in purchase of computers.
	(3,129)	GASB 34 Accounting Change (EHAP).
	<u>(13,258)</u>	
Other Charges	<u>(2,838)</u>	Interest reduction on completed lease.
Equipment	<u>3,618</u>	Second year of a five-year lease.
Transfers	<u>3,129</u>	GASB 34 Accounting Change (EHAP).
Reimbursements	<u>18,750</u>	Deletion of reimbursement for vehicle purchase.
Total Appropriation	<u>5,000</u>	
Revenue		
Other Revenue	<u>5,000</u>	Anticipated increase in surplus sales.
Total Revenue	<u>5,000</u>	
Local Cost	<u>-</u>	